

I. Allowable Equipment Costs

Funds from the First Responder Preparedness Allocation may be used by the states to enhance capabilities in the areas of law enforcement, emergency medical services, emergency management, the fire service, hazardous materials, public works, public health, governmental administrative, public safety communications, healthcare and public health at the state and local levels of government in accordance with the goals and objectives identified in their state's homeland security strategy. In addition, states and localities may use their equipment allocations to purchase equipment designed to protect critical infrastructure from terrorist attacks and for equipment to prevent terrorist incidents. First Responder Preparedness Funds may also be used for sustainment of first responder equipment that would be used in a jurisdiction's response to a terrorist threat or event. This would include repair and replacement parts, equipment warranties and maintenance contracts for equipment purchased under any ODP state equipment grant.

Authorized equipment purchases may be made in the following categories:

1. Personal Protective Equipment (PPE)
2. Explosive Device Mitigation and Remediation Equipment
3. CBRNE Search & Rescue Equipment
4. Interoperable Communications Equipment
5. Detection Equipment
6. Decontamination Equipment
7. Physical Security Enhancement Equipment
8. Terrorism Incident Prevention Equipment
9. CBRNE Logistical Support Equipment
10. CBRNE Incident Response Vehicles
11. Medical Supplies and Limited Types of Pharmaceuticals
12. CBRNE Reference Materials

1. Personal Protective Equipment - Equipment worn to protect the individual from hazardous materials and contamination. Levels of protection vary and are divided into three categories based on the degree of protection afforded. The following constitutes equipment intended for use in a chemical/biological threat environment:

Level A. Fully encapsulated, liquid and vapor protective ensemble selected when the highest level of skin, respiratory and eye protection is required. The following constitutes Level A equipment for consideration:

- Fully Encapsulated Liquid and Vapor Protection Ensemble, reusable or disposable (tested and certified against CB threats)
- Fully Encapsulated Training Suits

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- Closed-Circuit Rebreather (minimum 2-hour supply, preferred), or open-circuit Self-Contained Breathing Apparatus (SCBA) or, when appropriate, Air-Line System with 15-minute minimum escape SCBA
 - Spare Cylinders/Bottles for rebreathers or SCBA and service/repair kits
 - Chemical Resistant Gloves, including thermal, as appropriate to hazard and to supplement funding provided through the FY 2003 State Homeland Security Grant Program for first responder preparedness.
 - Personal Cooling System; Vest or Full Suit with support equipment needed for maintaining body core temperature within acceptable limits
 - Hardhat/helmet
 - Chemical/Biological Protective Undergarment
 - Inner Gloves
 - Approved Chemical Resistant Tape
 - Chemical Resistant Boots, Steel or Fiberglass Toe and Shank
 - Chemical Resistant Outer Booties

Level B. Liquid splash resistant ensemble used with highest level of respiratory protection. The following constitute Level B equipment and should be considered for use:

- Liquid Splash Resistant Chemical Clothing, encapsulated or non-encapsulated
- Liquid Splash Resistant Hood
- Closed-Circuit Rebreather (minimum 2-hour supply, preferred), open-circuit SCBA, or when appropriate, Air-Line System with 15-minute minimum escape SCBA
- Spare Cylinders/Bottles for rebreathers or SCBA and service/repair kits
- Chemical Resistant Gloves, including thermal, as appropriate to hazard
- Personal Cooling System; Vest or Full Suit with support equipment needed for maintaining body core temperature within acceptable limits
- Hardhat/helmet
- Chemical/Biological Protective Undergarment
- Inner Gloves
- Approved Chemical Resistant Tape
- Chemical Resistant Boots, Steel or Fiberglass Toe and Shank
- Chemical Resistant Outer Booties

Level C. Liquid splash resistant ensemble, with same level of skin protection of Level B, used when the concentration(s) and type(s) of airborne substances(s) are known and the criteria for using air-purifying respirators are met. The following constitute Level C equipment and should be considered for use:

- Liquid Chemical Splash Resistant Clothing (permeable or non-permeable)
- Liquid Chemical Splash Resistant Hood (permeable or non-permeable)
- Tight-fitting, Full Facepiece, Negative Pressure Air Purifying Respirator with the appropriate cartridge(s) or canister(s) and P100 filter(s) for protection against toxic industrial chemicals, particulates, and military specific agents.
- Tight-fitting, Full Facepiece, Powered Air Purifying Respirator (PAPR) with chemically resistant hood with appropriate cartridge(s) or canister(s) and high-efficiency filter(s) for protection against toxic industrial chemicals, particulates,

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- and military specific agents.
 - Equipment or system batteries will include those that are rechargeable (e.g. NiCad) or non-rechargeable with extended shelf life (e.g. Lithium)
 - Chemical Resistant Gloves, including thermal, as appropriate to hazard
 - Personal Cooling System; Vest or Full Suit with support equipment
 - Hardhat
 - Inner Chemical/Biological Resistant Garment
 - Inner Gloves
 - Chemical Resistant Tape
 - Chemical Resistant Boots, Steel or Fiberglass Toe and Shank
 - Chemical Resistant Outer Booties

Level D. Selected when no respiratory protection and minimal skin protection is required, and the atmosphere contains no known hazard and work functions preclude splashes, immersion, or the potential for unexpected inhalation of, or contact with, hazardous levels of any chemicals.

- Escape mask for self-rescue

Note: During CBRNE response operations, the incident commander determines the appropriate level of personal protective equipment. As a guide, Levels A, B, and C are applicable for chemical/ biological/ radiological contaminated environments. Personnel entering protective postures must undergo medical monitoring prior to and after entry.

All SCBAs should meet standards established by the National Institute for Occupational Safety and Health (NIOSH) for occupational use by emergency responders when exposed to Chemical, Biological, Radiological and Nuclear (CBRN) agents in accordance with Special Tests under NIOSH 42 CFR 84.63(c), procedure number RCT-CBRN-STP-0002, dated December 14, 2001. ODP anticipates making compliance with NIOSH SCBA CBRN certification a mandatory requirement for all SCBAs purchased under the FY 2004 State Homeland Security Grant Program.

Grant recipients should purchase: 1) protective ensembles for chemical and biological terrorism incidents that are certified as compliant with Class 1, Class 2, or Class 3 requirements of National Fire Protection Association (NFPA) 1994, Protective Ensembles for Chemical/Biological Terrorism Incidents; 2) protective ensembles for hazardous materials emergencies that are certified as compliant with NFPA 1991, Standard on Vapor Protective Ensembles for Hazardous Materials Emergencies, including the chemical and biological terrorism protection; 3) protective ensembles for search and rescue or search and recovery operations where there is no exposure to chemical or biological warfare or terrorism agents and where exposure to flame and heat is unlikely or nonexistent that are certified as compliant with NFPA 1951, Standard on Protective Ensemble for USAR Operations; and, 4) protective clothing from blood and body fluid pathogens for persons providing treatment to victims after decontamination that are certified as compliant with NFPA 1999, Standard on Protective Clothing for Emergency Medical Operations. For more information regarding these standards, please refer to the following web sites:

The National Fire Protection Association - <http://www.nfpa.org>

National Institute for Occupational Safety and Health - <http://www.cdc.gov/niosh>

2. Explosive Device Mitigation and Remediation - Equipment providing for the mitigation and remediation of explosive devices in a CBRNE environment:

- Bomb Search Protective Ensemble for Chemical/Biological Response
- Chemical/Biological Undergarment for Bomb Search Protective Ensemble
- Cooling Garments to manage heat stress
- Ballistic Threat Body Armor (not for riot suppression)
- Ballistic Threat Helmet (not for riot suppression)
- Blast and Ballistic Threat Eye Protection (not for riot suppression)
- Blast and Overpressure Threat Ear Protection (not for riot suppression)
- Fire Resistant Gloves
- Dearmer/Disrupter
- Real Time X-Ray Unit; Portable X-Ray Unit
- CBRNE Compatible Total Containment Vessel (TCV)
- CBRNE Upgrades for Existing TCV
- Robot; Robot Upgrades
- Fiber Optic Kit (inspection or viewing)
- Tents, standard or air inflatable for chem/bio protection
- Inspection mirrors
- Ion Track Explosive Detector

3. CBRNE Search and Rescue Equipment - Equipment providing a technical search and rescue capability for a CBRNE environment:

- Hydraulic tools; hydraulic power unit
- Listening devices; hearing protection
- Search cameras (including thermal and infrared imaging)
- Breaking devices (including spreaders, saws and hammers)
- Lifting devices (including air bag systems, hydraulic rams, jacks, ropes and block and tackle)
- Blocking and bracing materials
- Evacuation chairs (for evacuation of disabled personnel)
- Ventilation fans

4. Interoperable Communications Equipment - Equipment and systems providing connectivity and electrical interoperability between local and interagency organizations to coordinate CBRNE response operations:

- Land Mobile, Two-Way In-Suit Communications (secure, hands-free, fully duplex, optional), including air-to-ground capability (as required)
- Antenna systems
- Personnel Alert Safety System (PASS) - (location and physiological monitoring systems optional)
- Personnel Accountability Systems
- Individual/portable radios, software radios, portable repeaters, radio interconnect systems, satellite phones, batteries, chargers and battery conditioning systems
- Computer systems designated for use in an integrated system to assist with detection and communication efforts (must be linked with integrated software)

packages designed specifically for chemical and/or biological agent detection and communication purposes)

Portable Meteorological Station (monitors temperature, wind speed, wind direction and barometric pressure at a minimum)

- Computer aided dispatch system
- Commercially available crisis management software
- Mobile Display Terminals

Note: In an effort to improve public safety interoperability, all new or upgraded radio systems and new radio equipment should be compatible with a suite of standards called ANSI/TIA/EIA-102 Phase I (Project 25). These standards have been developed to allow for backward compatibility with existing digital and analog systems and provide for interoperability in future systems. The FCC has chosen the Project 25

suite of standards for voice and low-moderate speed data interoperability in the new nationwide 700 MHz frequency band and the Integrated Wireless Network (IWN) of the U.S. Justice and Treasury Departments has chosen the Project 25 suite of standards for their new radio equipment. In an effort to realize improved interoperability, all radios purchased under this grant should be APCO 25 compliant.

5. Detection Equipment - Equipment to sample, detect, identify, quantify, and monitor for chemical, biological, radiological/nuclear and explosive agents throughout designated areas or at specific points:

Chemical

- M-8 Detection Paper for chemical agent identification
- M-9 Detection Paper (roll) for chemical agent (military grade) detection
- M-256 Detection Kit for Chemical Agent (weapons grade—blister: CX/HD/L; blood: AC/CK; and nerve: GB/VX) detection
- M-256 Training Kit
- M-18 Series Chemical Agent Detector Kit for surface/vapor chemical agent analysis
- Hazard Categorizing (HAZCAT) Kits
- Photo-Ionization Detector (PID)
- Flame Ionization Detector (FID)
- Surface Acoustic Wave Detector
- Gas Chromatograph/Mass Spectrometer (GC/MS)
- Ion Mobility Spectrometry
- Stand-Off Chemical Detector
- M-272 Chemical Agent Water Test Kit
- Colormetric Tube/Chip Kit specific for TICs and CBRNE applications
- Multi-gas Meter with minimum of O₂ and LEL
- Leak Detectors (soap solution, ammonium hydroxide, etc)
- pH Paper/pH Meter
- Waste Water Classifier Kit
- Oxidizing Paper
- Protective cases for sensitive detection equipment storage & transport

Biological

Point Detection Systems/Kits (Immunoassay or other technology)

Radiological/Nuclear

- Radiation detection equipment (electronic or other technology that detects alpha, beta, gamma, and high intensity gamma)
- Personal Dosimeter
- Scintillation Fluid (radiological) pre-packaged
- Radiation monitors

Explosive

- Canines (initial acquisition, initial operational capability only)

6. Decontamination Equipment - Equipment and material used to clean, remediate, remove or mitigate chemical and biological contamination:

Chemical

- Decontamination system for individual and mass application with environmental controls, water heating system, showers, lighting, and transportation (trailer)
- Decon Litters/roller systems
- Extraction Litters, rollable
- Runoff Containment Bladder(s), decontamination shower waste collection with intrinsically-safe evacuation pumps, hoses, connectors, scrub brushes, nozzles
- Spill Containment Devices
- Overpak Drums
- Non-Transparent Cadaver Bags (CDC standard)
- Hand Carts
- Waste water classification kits/strips

Biological

- HEPA (High Efficiency Particulate Air) Vacuum for dry decontamination

7. Physical Security Enhancement Equipment - Equipment to enhance the physical security of critical infrastructure.

Surveillance, Warning, Access/Intrusion Control

Ground

- Motion Detector Systems: Acoustic; Infrared; Seismic; Magnetometers
- Barriers: Fences; Jersey Walls
- Impact Resistant Doors and Gates
- Portal Systems; locking devices for access control

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- Alarm Systems
 - Video Assessment/Cameras: Standard, Low Light, IR, Automated Detection
 - Personnel Identification: Visual; Electronic; Acoustic; Laser; Scanners;
 - Cyphers/Codes
 - X-Ray Units
 - Magnetometers
 - Vehicle Identification: Visual; Electronic; Acoustic; Laser; Radar

Waterfront

- Radar Systems
- Video Assessment System/Cameras: Standard, Low Light, IR, Automated Detection
- Diver/Swimmer Detection Systems; Sonar
- Impact Resistant Doors and Gates
- Portal Systems
- Hull Scanning Equipment
- Plus all those for Ground

Sensors – Agent/Explosives Detection

- Chemical: Active/Passive; Mobile/Fixed; Handheld
- Biological: Active/Passive; Mobile/Fixed; Handheld
- Radiological
- Nuclear
- Ground/Wall Penetrating Radar

Inspection/Detection Systems

- Vehicle & Cargo Inspection System – Gamma-ray
- Mobile Search & Inspection System – X-ray
- Non-Invasive Radiological/Chem/Bio/Explosives System – Pulsed Neutron Activation

Explosion Protection

- Blast/Shock/Impact Resistant Systems
- Protective Clothing
- Column and Surface Wraps; Breakage/Shatter Resistant Glass; Window Wraps
- Robotic Disarm/Disable Systems

8. Terrorism Incident Prevention Equipment (Terrorism Early Warning, Prevention, and Deterrence Equipment and Technologies) - State and local public safety agencies will increasingly rely on the integration of emerging technologies and equipment to improve jurisdictional capabilities to deter and prevent terrorist incidents. This includes, but is not limited to, equipment and associated components that enhance a jurisdiction's ability to disseminate advanced warning information to prevent a terrorist incident or disrupt a terrorist's ability to carry out the event, including information sharing, threat recognition, and public/private sector collaboration.

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- Data collection/information gathering software
 - Data synthesis software
 - Geographic Information System information technology and software
 - Law enforcement surveillance equipment

9. CBRNE Logistical Support Equipment - Logistical support gear used to store and transport the equipment to the CBRNE incident site and handle it once onsite. This category also includes small support equipment including intrinsically-safe (non-sparking) hand tools required to support a variety of tasks and to maintain equipment purchased under the grant as well as general support equipment intended to support the CBRNE incident response:

- Equipment trailers
- Weather-tight containers for equipment storage
- Software for equipment tracking and inventory
- Handheld computers for Emergency Response applications
- Small Hand tools
- Binoculars, head lamps, range finders and spotting scopes (not for weapons use)
- Small Generators to operate light sets, water pumps for decontamination sets
- Light sets for nighttime operations/security
- Electrical Current detectors
- Equipment harnesses, belts, and vests
- Isolation containers for suspected chemical/biological samples
- Bull horns
- Water pumps for decontamination systems
- Bar code scanner/reader for equipment inventory control
- Badging system equipment and supplies
- Cascade system for refilling SCBA oxygen bottles
- SCBA fit test equipment and software to conduct flow testing
- Testing Equipment for fully encapsulated suits
- Cooling/Heating/Ventilation Fans (personnel and decontamination tent use)
- HAZMAT Gear Bag/Box

10. CBRNE Incident Response Vehicles - This category includes special-purpose vehicles for the transport of CBRNE response equipment and personnel to the incident site. Licensing and registration fees are the responsibility of the jurisdiction and are not allowable under this grant. In addition, general purpose vehicles (squad cars, executive transportation, etc.), fire apparatus, and tactical/armored assault vehicles are not allowable. Allowable vehicles include:

- Mobile command post vehicles
- Hazardous materials (HazMat) response vehicles
- Bomb response vehicles
- Prime movers for equipment trailers
- 2-wheel personal transport vehicles for transporting fully suited bomb technicians, Level A/B suited technicians to the Hot Zone
- Multi-wheeled all terrain vehicles for transporting personnel and equipment to and from the Hot Zone

11. Medical Supplies and Pharmaceuticals - Medical supplies and pharmaceuticals required for response to a CBRNE incident. Grantees are responsible for replenishing items after shelf-life expiration date(s).

Medical Supplies

- Automatic Biphasic External Defibrillators and carry bags
- Equipment and supplies for establishing and maintaining a patient airway at the advanced life support level (to include OP and NG airways; ET tubes, styletes, blades, and handles; portable suction devices and catheters; and stethoscopes for monitoring breath sounds)
- Blood Pressure Cuffs
- IV Administration Sets (Macro and Micro) and Pressure Infusing Bags
- IV Catheters (14, 16, 18, 20, and 22 gauge)
- IV Catheters (Butterfly 22, 24 and 26 gauge)
- Manual Biphasic Defibrillators (defibrillator, pacemaker, 12 lead) and carry bags
- Eye Lense for Lavage or Continuous Medication
- Morgan Eye Shields
- Nasogastric Tubes
- Oxygen administration equipment and supplies (including bag valve masks; rebreather and non-rebreather masks, and nasal cannulas; oxygen cylinders, regulators, tubing, and manifold distribution systems; and pulse oximetry, Capnography & CO2 detection devices)
- Portable Ventilator
- Pulmonary Fit Tester
- Syringes (3cc and 10cc)
- 26 ga ½" needles (for syringes)
- 21 ga. 1 ½ " needles (for syringes)
- Triage Tags and Tarps
- Sterile and Non-Sterile dressings, all forms and sizes
- Gauze, all sizes

Pharmaceuticals

- 2Pam Chloride
- Adenosine
- Albuterol Sulfate .083%
- Albuterol MDI
- Atropine 0.1 & 0.4 mg/ml
- Atropine Auto Injectors
- Benadryl
- CANA Auto Injectors
- Calcium Chloride
- Calcium Gluconate 10%
- Ciprofloxin PO
- Cyanide kits
- Dextrose
- Dopamine

2. Full or Part-Time Staff or Contractors/Consultants - Full or part-time staff may be hired to support exercise-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the state or unit(s) of local government and have the approval of the state or the awarding agency, whichever is applicable. The services of contractors/consultants may also be procured by the state in the design, development, conduct and evaluation of CBRNE exercises. The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) must be followed.

3. Overtime - Payment of overtime expenses will be for work performed by award (SAA) or sub-award employees in excess of the established work week (usually 40 hours). Further, overtime payments are allowed only to the extent the payment for such services is in accordance with the policies of the state or unit(s) of local government and has the approval of the state or the awarding agency, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 pm to 5:00 pm), even though such work may benefit both activities. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation and Unemployment Compensation.

4. Travel - Travel costs (i.e., airfare, mileage, per diem, hotel, etc.) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the exercise project(s). These costs must be in accordance with either the federal or an organizationally-approved travel policy.

5. Supplies - Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise project(s) (e.g., copying paper, gloves, tape, and non-sterile masks).

6. Implementation of the HSEEP - Costs related to setting up and maintaining a system to track the completion and submission of AARs and the implementation of corrective actions from exercises, which may include costs associated with meeting with local jurisdictions to define procedures. *(Note: ODP is developing a national information system for the scheduling of exercises and the tracking of AAR/CAPs to reduce the burden on the states and to facilitate national assessments of preparedness.)*

7. Other Items - These costs include the rental of space/locations for exercise planning and conduct, exercise signs, badges, etc.

III. Allowable Training Costs

Funds from the First Responder Preparedness Allocation may be used to enhance the capabilities of state and local first responders through the development of a state homeland security training program. Allowable training-related costs include: 1) establishment of CBRNE training capacities within existing training academies, universities or junior colleges; and, 2) overtime costs associated with attendance at ODP sponsored CBRNE training courses.

The target audience for training supported through the FY 2003 SHSGP II must be emergency responders, emergency managers and public/elected officials within the following disciplines: firefighters, law enforcement, emergency management, emergency medical services, hazardous materials, public works, public health, health care, public safety communications, governmental administrative and private security guards. Grantees using these funds to develop their own courses should address the critical training areas and gaps identified in the State's Homeland Security Strategy and must adhere to the ODP Emergency Responder Guidelines. These guidelines may be found at: http://www.ojp.usdoj.gov/odp/whatsnew/whats_new.htm

To facilitate the development of training consistent with the ODP Emergency Responder Guidelines, states are encouraged to adopt the following current ODP awareness and performance level courses:

- Emergency Response to Terrorism: Basic Concepts
- Emergency Response to Terrorism: Basic Concepts (Train the Trainer)
- Emergency Response to Terrorism: Basic Concepts (Self-Study)
- Managing Civil Actions in Threat Incidents (MCATI): Basic Course (Train the Trainer)
- Terrorism Awareness for Emergency Responders (Internet)
- Emergency Medical Services (EMS): Basic Concepts for WMD Incidents (Internet)
- Public Works: Basic Concepts for WMD Incidents (Internet)
- Law Enforcement Response to Weapons of Mass Destruction-Awareness
- Law Enforcement Response to Weapons of Mass Destruction-Awareness (Train the Trainer)
- Campus Law Enforcement Awareness Training on WMD Terrorism
- Incident Response to Terrorist Bombings-Awareness
- WMD Radiological/Nuclear Awareness
- WMD Radiological/Nuclear Awareness (Train the Trainer)
- WMD Crime Scene Management for Emergency Responders
- Emergency Response to Terrorism: Operations Course (Train the Trainer)

For a detailed description of each of these courses please refer to the ODP WMD Training Course Catalogue located at: <http://www.ojp.usdoj.gov/odp/>

IV. Allowable Planning/ Administrative Costs

Funds from the First Responder Preparedness Allocation may be used to pay for activities associated with the completion of the FY 2003 assessment and strategy update process, as well as for those costs associated with the implementation of the overall state homeland security strategy, including: 1) conducting training sessions to ensure accurate completion of the needs assessment; 2) updating and refining statewide homeland security strategic plans; 3) hiring of full or part-time staff or contractors/consultants to assist with the collection of the needs assessment data and updating of the state strategic plan; 4) travel expenses; 5) meeting-related expenses; 6) implementing and managing programs for equipment acquisition, training and exercises; 7) conducting local or regional strategy implementation meetings; 8) hiring of full or part-time staff or contractors/ consultants to assist with the implementation and administration of the state homeland security strategic

plan; and, 9) the acquisition of authorized office equipment. (Note: Authorized office equipment includes personal computers, laptop computers, printers, LCD projectors and other equipment or software which may be required to support implementation of the state strategy. For a complete list of allowable meeting-related expenses, please review the OJP Office of the Comptroller (OC) Financial Guide at: <http://www.ojp.usdoj.gov/FinGuide>.)

In order for ODP to effectively coordinate homeland security programs with each state, it is imperative that the State Administrative Agency (SAA) in each state be sufficiently staffed to administer the full range of support programs offered by ODP and other federal agencies. When identifying administrative and planning needs, each grantee should assess current staffing levels and determine whether a portion of the FY 2003 SHSGP II funds should be used to enhance administrative capabilities within the SAA.



Appendix C

Grant Reporting Requirements

Grant Reporting Requirements

I. Financial Status Reports (SF-269A)

A. Reporting Time Line - Financial Status Reports are due within **45** days after the end of each calendar quarter. A report must be submitted for every quarter that the award is active, including partial calendar quarters, as well as for periods where no grant activity occurs (see below).

	Report Period	Report Due By	Report Period	Report Due By	Report Period	Report Due By	Report Period	Report Due By
First Quarter	1/1 - 3/31	5/15						
Second Quarter			4/1 - 6/30	8/14				
Third Quarter					7/1 - 9/30	11/14		
Fourth Quarter							10/1 - 12/31	2/14

II. Categorical Assistance Progress Reports (OJP Form 4587/1)

A. Reporting Time Line - Categorical Assistance Progress Reports are due within **30** days after the end of the reporting periods, which are June and December 31, for the life of the award.

	Report Period	Report Due By	Report Period	Report Due By
First Quarter	1/1 - 6/30	7/31		
Second Quarter				
Third Quarter			7/1 - 12/31	1/31
Fourth Quarter				

B. Budget Detail Worksheets - Grantees MUST provide detailed budget information for ALL costs funded through the Fiscal Year 2003 SHSGP II. ***This information MUST be provided as an attachment to the Categorical Assistance Progress Report for the reporting period ending June 30, 2003.*** Sample Budget Detail Worksheets detailing the information that MUST be furnished for each allocation are provided below:

Sample Critical Infrastructure Protection Budget Detail Worksheet for Direct Purchases

Eligible Site	Cost Category	Allocation
X Bridge	National Guard Deployment	\$300,000
Y Transit System	Police Overtime	\$200,000
Z. Public Building	Contract Security Personnel	\$250,000
Total		\$750,000

Sample Critical Infrastructure Protection Budget Detail Worksheet for Sub-Awards

Jurisdiction	Allocation
County A	\$450,000
City B	\$750,000
State Agency C	\$250,000
Total	\$1,450,000

Sample First Responder Preparedness Budget Detail Worksheet for Direct Purchases of Equipment

Jurisdiction	Category	Item	Quantity	Total Cost	Discipline Allocation**
County A	PPE	SCBA - 30 min.	10	\$500	HZ - \$250 LE - \$250
City B	Detection	Chemical Agency Monitor	2	\$14,000	HZ - \$7,000 FS - \$7,000
State Agency C	Communications	Radio Interconnect System	3	\$150,000	FS - \$50,000 LE - \$50,000 EMA - \$50,000
Total				\$164,500	

** Law Enforcement (LE), Emergency Medical Services (EMS), Emergency Management (EMA) Fire Service (FS), HazMat (HZ), Public Works (PW), Public Health (PH), Governmental Administrative (GA), Public Safety Communications (PSC), Health Care (HC).

Sample First Responder Preparedness Budget Detail Worksheet for Direct Purchases of Exercise, Training and Planning/ Administrative Services

Jurisdiction	Function	Category	Item	Amount
County A	Training	Overtime	Support attendance at Incident Response to Terrorist Bombings Course	\$750
City B	Exercises	Contractor	Design CBRNE Exercise Program	\$130,000
State Agency C	Planning/Admin	Personnel	Grant Manager	\$50,000
Total				\$135,750

Sample First Responder Preparedness Budget Detail Worksheet for Sub-Awards

Jurisdiction	Equipment Allocation	Exercise Allocation	Training Allocation	Planning/ Admin Allocation
County A	\$200,000.00		\$150,000.00	
City B	\$800,000.00	\$150,000.00		
State Agency C		\$300,000.00	\$300,000.00	\$250,000.00
Total	\$1,000,000.00	\$450,000.00	\$450,000.00	\$250,000.00

C. Additional Information - Grantees must also use Block 12 of ***each*** Categorical Assistance Progress Report to describe progress to date in implementing the grant and its impact on homeland security in the state. Each report must provide an update on the following activities that occurred during the designated reporting period:

1) Describe progress made to date in implementing this grant.

Funds Used for Equipment

If your state is sub-granting funds for equipment purchases, report:

- The total number of sub-grants that the state intends to award;
- The number of sub-grants that the state has awarded to date, with the total amount of awards made thus far;
- The names of agencies and/or jurisdictions that have received sub-grant awards during the reporting period and the amounts received; and
- The total amount of funds expended through approved sub-grants to date.
- Attach any new equipment budgets that have been submitted to the state by sub-grantees during the reporting period. Each sub-grant budget should include the Equipment Budget Category, Item, Quantity, Estimated Total Cost and Discipline Allocation.

If your state is purchasing and distributing equipment, report:

- The state agencies and/or local jurisdictions the have received equipment during the reporting period and the funding amount allocated for each;
- The total amount of funding that has been obligated by the state thus far;
- The total amount of funding that has been expended by the state thus far; and,
- The percentage of overall equipment (in dollar value) that has been received and distributed.

Regardless of the state's method of funding/equipment distribution, indicate whether personnel within recipient agencies and/or jurisdictions are sufficiently trained to use grant-funded equipment, and if technical assistance or other training is needed. Any procurement, distribution, or other equipment related problems should also be noted in the progress report.

Funds Used for Exercises

If the state is using exercise funds to hire state-level staff/contractors, indicate general activities that have occurred during the reporting period. Describe how the additional staff has contributed to enhancement of exercise programs within the state. Relevant questions to address may include:

- What elements of a statewide exercise program have been developed?
- What type of coordination has occurred between state-level exercise staff/contractors and local jurisdictions?
- What exercises have state exercise staff/contractors helped identify, develop, conduct, and/or evaluate? What jurisdictions were involved?
- If exercises have occurred, how are the post-evaluations being used to identify and address preparedness needs?
- Have actions been taken on any exercise evaluation findings?
- Attach any outstanding after action reports.

If exercise funds were provided to local jurisdictions and/or state agencies to develop, conduct, assess, and/or participate in exercises, indicate how those funds were generally used. Relevant questions to address may include:

- What jurisdictions/agencies were involved in the exercises?
- What activities did the funds support (i.e. overtime for participants, contractors, etc.)?
- If exercises have occurred, how are the post-evaluations being used to identify and address preparedness needs?
- Have actions been taken on any exercise evaluation findings?

Funds Used for Training

If funds have been used for training, describe how they were used. Some relevant questions to ask include:

- Are funds being used to develop a comprehensive Homeland Security training program in the state?
- What steps have been identified and taken?
- Have training staff been hired? What activities are they undertaking?
- Have funds been provided to state academies, universities, or other institutions to enhance Homeland Security preparedness? How will this impact the number of responders and other officials trained?
- If funds have been provided to academies, universities, or other institutions, how many individuals have been trained?
- Are funds being provided to local jurisdictions and state agencies to pay for training courses/overtime?

Funds Used for Planning and Administrative Purposes

Report hiring of additional staff and activities they have pursued. Additionally, indicate steps taken to facilitate the state homeland security strategy. Describe meetings and assessment/strategy training sessions that have occurred with state officials and local jurisdictions. Note any difficulties and indicate if technical assistance is needed.

2) Additionally, address the following issues.

- Describe progress made to date on achieving the state's overall goals and objectives as identified in the state homeland security strategy.
- Briefly explain how ODP resources (other than those already addressed above) are contributing to attaining the overall goals and objectives identified in the state homeland security strategy.
- Identify other significant activities/ initiatives your state and/or local jurisdictions are pursuing to enhance overall preparedness and responder capabilities, particularly those initiatives not previously addresses in the state homeland security strategy, or not being supported by ODP resources.
- Identify problems your state is encountering regarding the implementation of any area of the state homeland security strategy, and any steps taken by your state to resolve these problems/ issues.
- Identify areas or concerns not addressed that require incorporation into the ODP State Assistance Plan (SAP).
- If applicable, briefly describe any unique initiatives/ promising practices your state has undertaken that may be applicable to other states or jurisdictions.

If applicable, provide any feedback on the ODP grant process and ODP assistance with strategy implementation, including implementation of the SAP. Identify any other issues or concerns not addresses above.

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- Doxycycline PO
 - Epinephrine
 - Glucagon
 - Lasix
 - Lidocaine
 - Loperamide
 - Magnesium Sulfate
 - Methylprednisolone
 - Narcan
 - Nubain
 - Nitroglycerin
 - Normal Saline (500 and 1000 ml bags)
 - Potassium Iodide
 - Silver Sulfadiazine
 - Sodium Bicarbonate
 - Sterile Water
 - Tetracaine
 - Thiamine
 - Valium

12. CBRNE Reference Materials - Reference materials designed to assist emergency first responders in preparing for and responding to a CBRNE incident. This includes but is not limited to the following:

- NFPA Guide to hazardous materials
- NIOSH Hazardous Materials Pocket Guide
- North American Emergency Response Guide
- Jane's Chem-Bio Handbook
- First Responder Job Aids